

Superior Court of the State of Washington for the County of King
Family Court Services, Adoption Unit
516 Third Avenue, Room W-280, Seattle, Washington 98104-1604
Telephone: (206) 477-1493

REQUESTS FOR ACCESS TO SEALED ADOPTION FILES IN KING COUNTY SUPERIOR COURT

In order to obtain any documents from a sealed file, a determination must be made that there are no conflicting confidentiality issues. A King County Superior Court judicial officer is responsible for making this determination regarding local sealed files.

To begin this process, individuals requesting access to sealed adoption files must fully complete the PETITION FOR ACCESS TO SEALED FILE with accompanying AFFIDAVIT. **Please ensure that the AFFIDAVIT is notarized. Also complete the ‘Presented By’ signature block on the Order (last page) and indicate a number for the amount of copies you require. Please circle certified or plain copy as well.** Should you live out of state please also complete, and include with this Petition the Declaration and Order Requesting Authorization for the Clerk’s Office to mail the documentation.

King County Adoption Services assesses a **fee of \$30.00** for researching and preparing your request for signature by a judicial officer. This fee must be included when submitting the notarized Petition/Affidavit/Order to Family Court Services, Adoption Unit. **Make your in-state check or money order payable to Office of Financial Management (O.F.M.).** Deliver or mail the completed forms to:

King County Adoption Services
516 Third Avenue, Room W-280
Seattle, Washington 98104-1604

The Adoption Paralegal will research the sealed file and forward your documentation to the judicial officer for signature. **Please allow 4-5 weeks for processing.** If conflicting confidentiality issues do exist, you will be notified. Should the judicial officer deny your request, you will also be notified. If the judicial officer approves your request, you will be mailed an instructional letter enclosing a photocopy of the signed Order.

Your copies will not be sent through the mail. Please bring your photocopy of the Order, along with valid photo identification, to the King County Superior Court Clerk’s Office in Seattle or Kent. The Court Clerk’s Office is located at: 516 3rd Ave., Rm. E-609 for all SEA case designations, or to 401 4th Ave N Rm. 2-C in Kent for a KNT case designation. If the case has no designation, please go to the Seattle location to retrieve certified copies.

Please do not include any monies for certified copies at this time. The Clerk’s Office will advise of their total fee for certified copies of your documentation. The Clerk’s office currently has a certified copy fee of \$5.00 for the first page and \$1.00 for each additional page. All fees are subject to change.

An Order for Certified Copies of an Original Birth Certificate can also be obtained by submitting this Petition with the Order for Original Birth Certificate. After a certified copy of the Order for Original Birth Certificate has been obtained from the Clerk’s Office please contact Vital Records regarding the birth certificate.

If you have further questions or concerns, please contact the Adoption Paralegal at 206-477-1493.

**IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON
IN AND FOR THE COUNTY OF KING**

IN RE THE ADOPTION OF:

NO.

☐ SEA

☐ KNT

**PETITION TO OBTAIN COPIES FROM
SEALED ADOPTION RECORD**

(PT)

I am the Petitioner and my name is _____
and I am requesting to obtain copies from a sealed adoption record.

Name of Adoptee: _____

Petitioner's Relationship to Adoptee: _____

Name of Adoptee Prior to Adoption: _____

Name of Adoptee After Adoption: _____

Adoptee's Date of Birth: _____

Year of Adoption: _____

Birthmother's name: _____

Birthfather's name: _____

Adoptive mother's name: _____

Adoptive father's name: _____

I am requesting the following documents: _____

I am requesting documents/information from the adoption court records for the following reason: _____

I currently have the following court documents in my possession: _____

DATED: _____

Signature of Petitioner

Printed Name

Address

City State Zip

Telephone number

STATE OF WASHINGTON)
COUNTY OF KING)

SS. GENERAL AFFIDAVIT

I, _____, being first duly sworn on oath, deposes and
says: That I am the petitioner who is requesting copies of documents in the sealed adoption or birth
certificate file. I have provided the court with a completed petition for copies of the document(s) I am
requesting.

Subscribed and sworn to before me this _____ day of _____, of 2 _____.

Notary Public in and for the State of
_____, residing at _____

SEAL

**IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON
IN AND FOR THE COUNTY OF KING**

IN RE THE ADOPTION OF:

[] SEA
[] KNT
NO.
**ORDER AUTHORIZING COPIES OF
DOCUMENTS FROM SEALED ADOPTION
RECORD
(ORAU)**

I. BASIS

- 1.1 THIS MATTER having come before the above-entitled court and it appearing that the individual named below is in need of a certified copy(s) from the above entitled court file.
- 1.2 Herein for the purposes of: _____
- _____

II. ORDER

- 2.1 Upon payment of the appropriate fees, and verification of identity, the Clerk of this Court is authorized to issue _____ number of certified/plain copy(ies) of the _____
- _____
- (document title) to the Petitioner whose name appears below.

Date: _____

Superior Court Judge / Commissioner

Presented by:

Petitioner's Printed Name

Petitioner's Signature

Mailing Address

City, State, Zip